



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600

ARMY BULLETIN NO. 4

27 January 2000

EQUAL EMPLOYMENT OPPORTUNITY EVENTS FY 2000 (HRO-EEO)

1. Purpose: To provide events, activities or occasions that are set aside annually to recognize the achievements and contributions made by members of specific racial or ethnic groups in our society. Annual special ethnic observances are designed to enhance cross-cultural awareness and promote harmony among all uniformed members, the federal civilian workforce, and their families. These are extensions of the National Guard's equal opportunity education and training objectives.
2. Responsibilities: Everyone is responsible to encourage all members of the National Guard Community to contribute and participate in the planning, implementation, and conduct of observance functions.
3. Enclosure 1, list the calendar of events for each special emphasis program and observance.
4. Enclosure 2 – Awards nominations and requirements for the following events:
 - a. National Association for the Advancement of Colored People – NAACP
 - b. National Image Incorporated – IMAGE
 - c. NJDMAVA – Special Emphasis Program
 - d. Equal Employment Opportunity – Honorary Recognition for Achievements
5. Point of Contact is the State Equal Employment Manager, MAJ Evelyn Torres at 609-562-0856 or MSgt Kathleen McCready, EEO Specialist at 609-562-0854.

OFFICIAL:

PAUL J. GLAZAR
Major General, NJARNG
The Adjutant General

THOMAS J. SULLIVAN
COL, GS, NJARNG
Command Administrative Officer

DISTRIBUTION: A, A2, B, C

Enclosure 1

**EQUAL EMPLOYMENT OPPORTUNITY EVENTS
FY 2000**

January

17 Dr. Martin Luther King, Jr Birthday. Information disseminated. Federal Holiday.

Theme: "Where Do We Go From Here?"

February

1-29 Black History Month, NJDMAVA. State, Technician, and AGR/TDG. Observance Only. Awards presented by TAG. **Nominations for Awards required NLT 24 Mar 00 to HRO-EEO.**

Theme: "Heritage Horizon: The African American Legacy and Challenges of the 21st Century"

March

1-31 Women's History Month, NJDMAVA. State, Technician, and AGR/TDG Observance Only. Awards presented by TAG. **Nominations for Awards required NLT 24 Mar 00 to HRO-EEO.**

28 Governor's Conference on Women, location The Skylands, Randolph, NJ
Theme: Pathways to Power

April

27 (Tentative date) Second New Jersey National Guard Annual Unity Day - Exhibits, Workshop, and sampling of different ethnic background food. (All, State, Technician, AGR and TDG) **Nominations required NLT 24 Mar 00 to HRO-EEO.**

May

1- 31 Asian/Pacific American Heritage Month. Observance Only.

June

4 - 11 National Image Inc, National Training Conference & Convention To be conducted in Westin Rio Mar Hotel, Puerto Rico. Meritorious Service Award presented.

Nominations required NLT 3 Mar 00 to HRO-EEO.

Theme: "Hispanics: Embracing the 21st Century with Pride, Honor, Courage"

Enclosure 1 (cont'd)

EQUAL EMPLOYMENT OPPORTUNITY EVENTS

July

7-13 NAACP National Convention will host its convention in Baltimore, Maryland. The Roy Wilkins Renowned Service Award presented. **Nominations required NLT 3 Mar 00 to HRO-EEO.**

TBA Federally Employed Women National Training Conference.
Special Emphasis Program Managers normally attend. No awards are presented.

August

TBA Women's Equality Day, NJDMAVA. State, Technician, and AGR. Small Observance, no awards are presented.

21-25 The Blacks in Government National Annual Training Conference will be host at the Marriott Wardman Park Hotel, 2660 Woodley Road, Washington, D.C.

September-October

15 Sep- Hispanic Heritage Month, NJDMAVA. State, Technician, and
15 Oct AGR/TDG. Observance only.

November

1-30 Native American Indian Heritage Month. Observance only.

NOTE:

*** This year we will have our Second Annual Unity Event. This is one big event that celebrates all ethnic backgrounds. The Multi-Cultural committee will establish general guidelines for the second year to ensure success and order. Smaller ethnic committees will be formed. Each nationality, ethnic, gender committee will determine how they want to honor their area of emphasis during this event. This may include but is not limited to food, literature, music, educational items and costumes.

The TAG will present awards for individual recognition at Unity Day on 27 April 2000 (Tentative Date). Nominations for all race and gender will be submitted to HRO-EEO NLT 24 March 2000. Criteria already established for NJDMAVA Special Emphasis Program Celebration still applied.

****Events as of 18 January 2000****

. *** You could obtain information on different Ethnic Observances at the following Website:

<http://www.pafb.af.mil/deomi> under EO/EEO Publications – Research.

<http://www.nationalimageinc.org> - National Image

<http://www.naACP.org> - NAACP

<http://www.bignet.org> – Blacks in Government Network

<http://www.TheKingCenter.com> – Dr. Martin Luther King Jr.

<http://www.militarywomen.org> – Military Women

<http://www.lcweb.loc.gov/exhibits> – Library of Congress-look for African-American

<http://www.ncai.org> – National Congress of American Indians

<http://www.laraza.com> – LaRaza – Latino/Hispanic organization

<http://www.latinolink.com> – Latino information

<http://www.nwhp.org> – National Women’s History Project

<http://www.horseworld.com/imh/buf/buftoc.html> – Buffalo Soldiers out West

<http://www.fiskrri.org> – Fisk University Race Relations Institute

<http://www.usccr.gov> – US Commission on Civil Rights

<http://www.brevard.cc.fl.us/multicultural> – Moore Multi-Cultural Center

<http://www.equalopportunity.on.ca> – Gateway to Diversity

<http://www.tenet.edu/academia/multi.html> – Hall of Multiculturalism

<http://www.ucalgary.ca/Eli.html> – Eli Haggadah – Jewish information

<http://www.ushmm.org> – US Holocaust Memorial Museum

<http://www.whitehouse.gov/index2.html> – look for “One America”

<http://www.mecca.org/-crights/ncrm.html> – National Civil Rights Museum

<http://www.ort.org/anjy> - Jewish youth

<http://www.amnesty.org> – Amnesty International

Enclosure 2

**National Association for the Advancement of Colored People
Annual Convention (NAACP)**

Dates: Normally a weeklong convention held in **July**. An Armed Forces and Veterans Affairs dinner is held on one day during that week. Specific dates are published, as they become available.

Purpose: The largest annual gathering of civil rights organizations in the country which has served, historically, as a forum for discussing many of the key civil and human rights issues. NGB also conducts specific seminars for Black Employment Program Managers.

Attendees: State Adjutant's General, Assistant Adjutant's General, Equal Employment Managers, and Black Employment Managers are encouraged by NGB to attend.

Awards: The Roy Wilkins Renown Service Award is presented to American military personnel in uniform who have distinguished themselves by contributing to military equal opportunity policies and programs. An award is presented to an Officer and Enlisted member of each service.

Eligibility: Current military members of the NJNG.

Nominations: Nominations are made through the Chain of Command to HRO-EEO.

A selecting committee then evaluates nominees normally

Chaired by the Deputy Adjutant General.

Suspense: **NLT 3 March** of each year in order to adequately review, select, and Submit NJNG nominees to the National Guard Bureau.

Criteria:

(1) Nominations should be based on:

- (a) Promotes the tenets of civil/human rights, race relations, equal opportunity, affirmative action, Human relations and public service programs.
- (b) Supports and contributes to the civil rights movement
- (c) Endorses the full integration and promotion of minorities and women within the Armed Forces
- (d) Promotes a positive understanding of the Armed Forces among and between minority and non-minority members of the military and civilian population
- (e) Fosters an innovative and creative environment between the military and civilian community of all races and ethnic backgrounds that benefits the employees and/or residents
- (f) Promotes programs and activities that advocate equal opportunity based on individual merit or all employees within the federal workplace
- (g) Displays exceptional qualities that distinguish the individual as an outstanding leader
- (h) Believes in and practices the tenets of the United States Constitution and democratic society that all persons are created equal and that freedom is a God-given right that must be protected vigilantly at all times

(2) Nominations will include:

- (a) Biography of no more than one (1) page, double spaced.
- (b) Narrative of no more than two (2) pages, double spaced.
- (c) Official military 8" X 10" head and shoulder photograph (Class A/Service dress).
- (d) Three (3) paragraph synopsis of the nomination write up for program booklet

National Image Incorporated Annual Training Conference and Convention

Dates: Normally a week long held in **May, but this year 2000, it will be held in June.** Historically, National Image Inc. honors military members with the presentation of its “Meritorious Service Award” at a formal dinner. Specific dates are published as they become available.

Purpose: The only national forum designed specifically to address the issues and concerns of Hispanic Americans in government service. NGB also conducts specific seminars for Hispanic Employment Program Managers.

Attendees: National Guard personnel involved in policies related to the employment and advancement of Hispanic Americans, such as: Personnel specialists, HR/EO and Social Actions staff, Equal Employment Managers, and Hispanic Employment Program Managers.

Awards: The Meritorious Service Award is presented to military personnel who have distinguished themselves by contributing to military equal opportunity policies and programs. An award is presented to an Officer and Enlisted member of each service.

Eligibility: Current military members of the NJNG.

Nominations: Nominations are made through the Chain of Command to HRO-EEO.

Nominees are then evaluated by a selecting committee normally chaired by the Deputy Adjutant General.

Suspense: **NLT 3 Mar** of each year in order to adequately review, select, and submit NJNG nominees to the National Guard Bureau.

Criteria:

(1) Nominations should be based on:

- (a) Promotes the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations and public service programs.
- (b) supports and contributes to the civil rights movement
- (c) endorses the full integration and promotion of minorities and women within the Armed Forces
- (d) promotes a positive understanding of the Armed Forces among and between minority and non-minority members of the military and civilian population
- (e) fosters an innovative and creative environment between the military and civilian community of all races and ethnic backgrounds that benefits the employees and/or residents
- (f) promotes programs and activities that advocate equal opportunity based on individual merit or all employees within the federal workplace
- (g) displays exceptional qualities that distinguish the individual as an outstanding leader
- (h) Believes in and practices the tenets of the United States Constitution and democratic society that all persons are created equal and that freedom is a God-given right that must be protected vigilantly at all times

(2) Nominations will include:

- (a) Narrative of no more than two (2) pages, double-spaced.
- (b) Biography of no more than one (1) page, double-spaced.
- (c) Official military 8” X 10” head and shoulder photograph. (Class A/Service dress)

NJDMAVA
Special Emphasis Program Celebrations

Annual special ethnic observances are designed to enhance cross-cultural awareness and promote harmony among all uniformed members, their families and the civilian workforce.

Dates: Specific dates, times, and locations are published as they are determined.

February: Black History Month

March: Women's History Month

April: Unity Day (Diversity Event)

May: Asian/Pacific American Heritage Week

15 September-15 October: Hispanic Heritage Month

November: Native American Indian Heritage Month

Purpose:

Established in order that the contributions of minorities and women in technology, art, literature, politics, education, and every other facet of American society may be appropriately recognized.

Encourage all members of the National Guard community to contribute and participate in the planning, implementation, and conduct of observance functions.

Attendees: State and Federal employees and AGR/Traditional Guard members.

Awards: The Adjutant General Certificate of Appreciation is presented to Department employees who have contributed to equal opportunity for Minorities and Women in the Department and in the community.

Eligibility: State and Federal (competitive and excepted) NJDMAVA employees, and AGR members.

Nominations: Federal - Through chain of supervision to Activity Manager. (Air Cdrs McGuire and Atlantic City, USP&FO, CAO) then forwarded to HRO-EEO.

State - Through chain of supervision to each CEO or Director who forwards to State AAO.

Suspense: Black History Month, **NLT 24 Mar**

Women's History Month, **NLT 24 Mar**

Hispanic Heritage Month, **NLT 24 Mar**

Criteria: See attached "Honorary recognition for Achievements"

Presentation: The awards are to be presented at the Annual NJDMAVA Unity Day celebrations

Equal Employment Opportunity Honorary Recognition for Achievements

Categories of Award Recipients:

General: Supervisors at all levels have the key responsibility and perhaps the greatest influence on Equal Employment Opportunity programs. Other persons providing strong leadership and valuable contributions are Equal Opportunity Officers and Specialists, Equal Opportunity Counselors and Representatives, and others who have Equal Opportunity duties within their job descriptions. Others who may contribute much to effecting Equal Employment Opportunity are recruiters and employee development and personnel officers who have responsibilities, which have, direct implications for EEO. Also, there are employees, supervisors, or managers who are actively giving leadership to EEO goals within community organizations or groups.

Supervisors: Included in this category are persons at all levels of supervision and leadership who clearly excel in promoting EEO and EO within their organizations. Recognition for accomplishments should be based on *objective* evidence, which indicates the supervisor, or leader *excelled* in the following important job factors:

1. Motivating employees through direct encouragement and assistance to develop their full potential and utilize their skills to the maximum extent;
2. Achieving effective employee utilization;
3. Demonstrating sensitive treatment of all employees.

Persons within programs, projects, or activities which have EEO/EO implications: Included are persons whose work is not specifically EEO or EO, but who through superior accomplishments in training, recruitment, or other activity advances equal opportunity. This category could span the entire grade range of staff and operating personnel. Examples of achievements are:

1. Provides excellence in leadership and creative development of successful training programs for lower graded and under-utilized employees;
2. Achieves outstanding success in working with educational institutions to encourage qualified minority group persons and women to apply to shortage category jobs in which those groups are underrepresented;
3. Works with unusually high effectiveness with educational institutions on curricula development activities which help students better prepare themselves for Federal, State, or military employment;

Equal Employment Opportunity Honorary Recognition for Achievements

4. Provides outstanding managerial leadership and full participation in activities within or outside their organization, which fosters EEO and EO in NJDMAVA.

EEO and EO program leaders: This category includes persons who have specific responsibilities for EEO and EO within NJDMAVA, such as EEO and AA Officers, EEO Counselors and EO representatives, and Special Emphasis Program Managers. Examples of achievements are:

1. Provides superior counseling and guidance service to employees which effectively encourages and assists them in planning and achieving occupational training, educational or career goals related to the needs of the employee, their organization, and NJDMAVA;

2. Provides outstanding service through effective resolution of employee discrimination complaints by developing rapport with employees, offering helpful guidance in the discussion of their complaints, and building a reputation for prompt, effective action;

3. Provides outstanding leadership in the development and implementation of an EEO or AA plan or activity which leads to significant changes or improvements in the EEO and EO programs;

4. Establishes and maintains a high level of respect and the confidence of minority groups or women's organizations and thus advances NJDMAVA's EEO and EO programs;

5. Achieves outstanding success in working in support of economic opportunity or other community action programs directed to advance EEO and EO in NJDMAVA.

Achievers within Non-NJDMAVA activity. This category includes employees who excel in fostering NJDMAVA's EEO and EO programs through non-NJDMAVA activities. Examples of achievements are:

1. Provides outstanding leadership and active support to community activities whose objectives are directed to useful and constructive solutions to community problems affecting EEO;

2. Provides outstanding contributions to economic opportunity programs such as neighborhood youth corps or adult experience programs.

Federally Employed Women National Training Conference

Dates: Normally held for one week during **July**. Specific dates are published as they become available.

Purpose: Provide high quality training for all that has identified training and education as a means to achieve success. In addition, the National Guard Bureau conducts specific training programs for EEO Managers and Federal Women's Program Managers.

Attendees: EEO Managers and Federal Women's Program Managers.

Awards: None

New Jersey Black Issues Conference

Dates: Normally a 4 day long program beginning at the end of **September** and ending in the beginning of **October**. Specific dates are published, as they become available.

Attendees: Senior Army and Air Federal and Military leaders, EEO Managers, Black Employment Program Managers, and recruiting personnel from the Army and Air National Guard.

Awards: None